

EDITED TASK LISTING

CLASS: Respiratory Care Supervisor, Correctional Facility

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Supervises the Respiratory Care Program in a correctional facility to facilitate medical respiratory care for inmate/patients utilizing respiratory department resources, Respiratory Care Board guidelines, to maintain hospital licensure and to comply with physician's orders at the direction of the Health Care Manager / Clinical Director or designee.
2.	Monitors inmate/patient's progress in cooperation with other medical professionals to maintain respiratory integrity utilizing respiratory department resources, Respiratory Care Board guidelines to comply with physician orders.
3.	Maintains safety protocol within the hospital/medical environment to minimize potential exposure to harmful/hazardous substances to hospital personnel, patients, and visitors utilizing safety procedures established by respiratory care department standards (e.g., posts appropriate warning signs, monitoring the accuracy of equipment, training, etc.) under the direction of Cal OSHA, Fire Chief and Infection Control Department guidelines.
4.	Coordinates new procedures with medical staff to effectively deliver quality respiratory care to inmate/patients utilizing respiratory department and medical staff resources and training consistent with community standards as approved by medical staff and the Clinical Director.
5.	Provides training of respiratory therapy care staff by assessing training needs, coordinating training schedules, and assuring all mandatory training requirements utilizing medical and respiratory departmental resources consistent with community standards as approved by medical staff and the Clinical Director.
6.	Oversees the overall training and development of respiratory therapy care staff by assessing training needs, coordinating training schedules, and assuring all mandatory training requirements are met utilizing medical and respiratory departmental resources consistent with community standards as approved by medical staff and the Clinical Director.
7.	Schedules and assigns duties to respiratory care staff to provide respiratory inmate/patient care coverage utilizing inpatient/outpatient treatment boards and central scheduling to comply with physician directed care.
8.	Provides orientation for registry personnel and new respiratory staff to facilitate in providing respiratory care in a correctional environment utilizing post orders and policies and procedures as needed.
9.	Directs the maintenance (i.e., repair, cleaning, culturing and upkeep) of respiratory equipment to facilitate standard of care and infection control in respiratory therapy in a correctional environment utilizing manufacture's specifications and Cal OSHA standards as needed.

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10.	Develops and maintains the budget (e.g., supplies and equipment, contracts for personnel, equipment and equipment maintenance, overtime, etc.) for standard of care in the Respiratory Care Program by monitoring, tracking and prioritizing expenditures utilizing departmental resources as needed or upon direction of the Clinical Director.
11.	Annually reviews and updates policies and procedures as they relate to the practice of respiratory care to ensure compliance with Cal OSHA and Title 22 hospital licensure requirements and Infection Control policies as needed.
12.	Assures that Respiratory Care Practitioners licensure are current to ensure compliance with hospital licensure requirements by utilizing copies of Respiratory Care Practitioner license provided by staff as needed.
13.	Provides direct inmate/patient respiratory care as ordered to ensure respiratory care coverage utilizing department resources as needed.
14.	Supervises the maintenance of inmate/patient clinical notes (i.e., therapeutic treatments and responses to treatments) for accuracy, timeliness and completeness and to ensure compliance with physician's order utilizing inmate/patient respiratory treatment sheets and physician progress notes if necessary, as needed.
15.	Prepares reports for statistical analysis and quality assurance reviews in order to comply with standards of reporting to the Quality Management Committee utilizing inmate/patient medical and respiratory treatment records as required by licensing agencies.
16.	Maintains order and supervises the conduct of inmates/patients through personal observation to promote a safe and secure environment, in accordance with the Director's rules.
17.	Prevents escapes and/or injury by persons committed to the Department of Corrections, to themselves or others, or the destruction of property through personal observation to promote a safe and secure environment, in accordance with the Director's rules.
18.	Maintains security of the working area and work materials/tools to promote a safe and secure working environment utilizing tool control procedures, etc. in accordance with the Director's rules.
19.	Inspects premises and searches inmates for contraband, such as weapons or illegal drugs, to promote a safe and secure work environment, in accordance with the Director's rules.
20.	Attends meetings as required (i.e., safety, infection control, and medical staff) to ensure inmate/patient standard of care utilizing departmental resources.
21.	Retrieve inmate/patient records from a computer database in order to review and maximize effectiveness of medical treatment as needed.

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22.	Ensures that all departmental, institutional and hospital codes and rules are followed by staff and inmate/patients to promote the safety and security of the institution as directed by in-service training.
23.	Maintains professional Respiratory Therapy skills for proper care of inmate/patients through continuing education as required by the Board of Respiratory Care.
24.	Supervises subordinate respiratory staff in the performance of their duties in the organized respiratory services for a State correctional facility consistent with their health care mission.
25.	Develop and implement respiratory care policies and procedures to reflect current respiratory care practices utilizing new directives received from Health Care Services Division, etc., as defined by regulatory agencies or established guidelines.
26.	Actively participates in the recruitment of qualified respiratory therapy care staff by attending job fairs, interacting with community college respiratory therapy care programs, advertising in professional publications, working closely with institution personnel staff and headquarters recruitment unit to produce a candidate pool to fill current and anticipated vacancies to meet the ongoing Health Care Services needs.
27.	In accordance with State Personnel Board Rules and Regulations, facilitate the hiring process by conducting interviews; evaluating and selecting candidates to fill identified vacant position(s).
28.	Promotes interdisciplinary collaboration to ensure continuity and appropriateness of the delivery of health care in both in-patient and outpatient settings as necessary.
29.	In accordance with State Personnel Board Laws and Rules, prepares and discusses written performance reports by monitoring and evaluating the work performance of respiratory care staff.
30.	Initiates and participates in the Progressive Disciplinary process to improve employee performance or address issues of substandard performance utilizing in-service training, etc., in accordance with Department policy.
31.	Collects and compiles data to prepare comprehensive written reports related to respiratory care therapy services or health care operation utilizing inmate/patient records and profiles, etc., as requested by administrative staff.
32.	Serves on various health care committees, institutional committees, task forces, and work groups at a local and divisional level as directed by Health Care Manager / Medical Director or designee to provide subject matter expertise.
33.	Assures adequate medical supplies and equipment are available to respiratory care staff to provide appropriate patient care by collaborating with vendors, institutional procurement staff and appropriate health care services staff to meet the health care needs of the inmate/patient population.

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34.	Plans and conducts staff and/or respiratory therapy care staff committee meetings for information sharing, training and to accomplish identified goals as directed by the regulatory agencies and direction from Health Care Services Division.
35.	Ensure a therapeutic environment where inmates are treated in a professional, empathetic and tactful manner, conducive to their overall health and well being in accordance with professional ethics.
36.	Appropriately handle stressful situations in the work place, in a professional and tactful manner, with a goal of avoiding further escalation by utilizing effective interpersonal skills and personnel management techniques per departmental policies regarding supervisory responsibilities.
37.	At the discretion of the Health Care Manager or designee, performs other related work by utilizing the appropriate tools, equipment, aids, or processes, as the work dictates to meet the needs of the overall health care services mission.
38.	Develops and maintains post orders to accurately reflect current job duties of each respiratory therapy care post utilizing post order procedures as directed by the Departmental Operations Manual.
39.	Assess and resolve daily respiratory care services staffing needs as a result of unscheduled absences utilizing respiratory care therapy registries, and voluntary or involuntary overtime, as directed by departmental policies or established guidelines.
40.	Ensure adherence to employee bargaining unit contracts, by meeting with staff and union representatives to discuss and resolve concerns applicable to respiratory care services as dictated by the negotiated agreement.
41.	Accurately applies departmental standards and directives in the preparation of Budget Concept Statements/Budget Change Proposals as they apply to respiratory care services as needed.
42.	Carries out supervisory responsibilities in the work place with regards to department wide mandates concerning EEO, ADA, Use of Force and other personnel practices as defined by regulatory agencies and established departmental guidelines and policies.
43.	Understands the Departments litigation issues as it relates to the care and treatment of inmate/patients, by ensuring compliance with court orders, settlement agreements, court ordered mandates and other administrative directive as it relates to respiratory therapy.